

Office of Human Capital Management

# **SES Case Documentation— Appointments Process Guide (3.2.1.10)**

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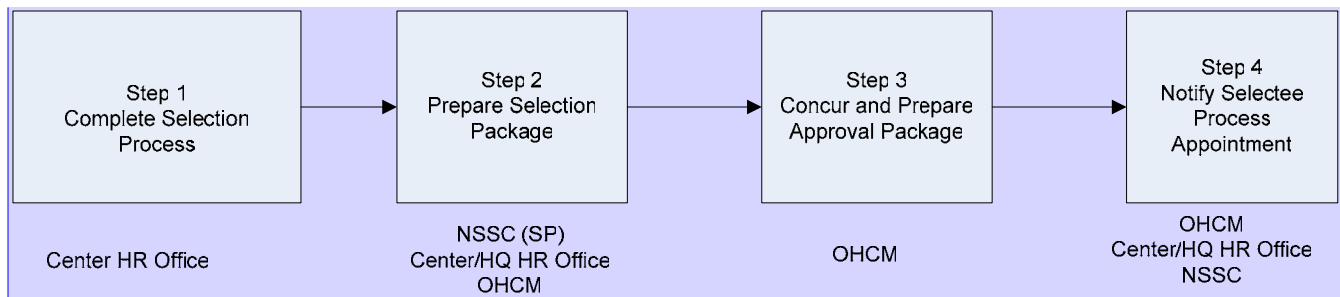
# SES Case Documentation— Appointments

## Introduction

The Senior Executive Service (SES) constitutes a senior management resource to be used by the Administrator to execute the mission of NASA. Agency Executive Resources Boards (ERBs) conduct the merit staffing process leading to initial career appointment. Vacancies must be advertised at least civil-service-wide and must be published on the USAJOBS web site. Centers are responsible for the initial selection process. Once a selection is made, NSSC prepares the selection package to be submitted for approval by the Administrator and works with the selectee to prepare the required Executive Core Qualifications (ECQ) statement. OPM administers interagency Qualifications Review Boards (QRBs) who must certify the executive qualifications of agency selectees before their initial SES career appointment.

## Process

### *Overview of SES Case Documentation—Appointments Process*



[SH1]

Roles and Responsibilities	Action	Tips
Step 1  <b>Center/HQ HR Office</b>  Complete Selection	The Center/HQ HR Office arranges for rating panels, coordinates technical qualifications with the manager, prepares and posts the vacancy announcement, convenes the panel and prepares the panel report and recommendation to the Executive Position	

Roles and Responsibilities	Action	Tips
Process	<p>Manager (EPM). The Center/HQ HR Office will respond to inquiries from potential applicants.</p> <p><b>Output:</b> Technical Qualifications, Vacancy Announcements, Selection</p>	
<p>Step 2</p> <p><b>NSSC</b></p> <p><b>HQ/Center HR Office</b></p> <p><b>OHCM</b></p> <p>Prepare &amp; Approve Selection Package</p>	<p>Once the EPM signs the selection statement, the HR Office forwards the selection and pertinent information to NSSC. NSSC prepares the selection package in final and sends it to the Center/HQ HR office. Although a complete selection package will be prepared by NSSC, NSSC will continue working with the selectee in perfecting the ECQs while the HR office moves the package through the concurrence process. (It is critical that the evaluation factors and ECQs demonstrate that the selectee has the competencies and characteristics necessary to be an effective strategic leader with a commitment to a culture of public policy and administration. The qualifications of a potential career appointee to the SES are reviewed by an independent Qualifications Review Board; incomplete or unsubstantiated packages will be disapproved and returned to the agency for further work.) NSSC then forwards the final ECQs to the Center/HQ HR Office for approval. Upon approval the NSSC will forward the approved ECQ to OHCM electronically. NSSC will enter data into the Executive and Schedule C System (ESCS). This includes creating the position, if necessary, building the individual record and creating the QRB case. They will also print and retain a record of each transaction in ESCS.</p> <p><b>Output:</b> A prepared and approved selection package</p>	<p>The HRO must provide the selecting official's name and contact information, selectee's name, contact information and resume, the vacancy announcement and any other relevant information that might aid the NSSC in preparing the selection package.</p> <p>The selection package must be organized in a manner that meets all requirements for an Administrator signature package.</p> <p>Ensure approval package is complete. The package includes: sensitive cover sheet, a complete NASA Form 1669 summarizing the selectee's supervisory/managerial experience, multi – organizational experience, formal executive training and high level justification for the selection; ECQs; Evaluation Factors; approval memo for</p>

Roles and Responsibilities	Action	Tips
		<p>Administrator's signature; welcome letter; resume; technical qualifications; panel report; position description; copy of "success" record creating QRB case in ESCS; and additional notes/documents deemed appropriate to support/explain case (e.g., additional justification for requested salary and/or recruitment/relocation bonus). NF 1669, approval memo and welcome letter also should be submitted electronically to OHCM.</p>
<p>Step 3</p> <p><b>OHCM</b></p> <p>Concur and Prepare Approval Package</p>	<p>OHCM reviews the case for compliance with merit staffing requirements, completeness of documentation, accuracy, and determines whether the selectee meets the Agency selection requirements. They also ensure that the appropriate concurrences have been obtained, to include program or functional office at HQ if appropriate. OHCM discusses and resolves any issues with Center/HQ HRO.</p> <p>Once all appropriate concurrences have been obtained and OHCM concludes that the case is supportable, OHCM ensures that the approval package is complete and ready for the Administrator's Signature and forwards it through the approval chain. Once the Administrator approves the selection, OHCM forwards the case to OPM for Qualifications Review Board (QRB).</p> <p>OHCM communicates with the OPM Desk</p>	<p>If Center/HQ HR Office chooses to have OPM review case before submission to QRB, OPM relays/discusses comments/suggestions to OHCM, who transmits to Center/HQ HR Specialist (HRS). NSSC supports the HRS in rewriting ECQs or other material. (However, the HRS may not need to involve NSSC if the required changes are minor.) Once the case is reworked, the HRS resubmits it to <a href="#">OHCM[SH3]</a></p>

Roles and Responsibilities	Action	Tips
	<p>Officer, as necessary.</p> <p>Once OHCM receives notice from OPM they will inform the Center/HQ HR Office of the approval or disapproval</p> <p>If disapproved, OHCM will work with Center/HQ on options to resubmit the case[SH2].</p> <p><b>Output:</b> Approval Package</p>	NSSC supports the HRS in rewriting ECQs.
<p>Step 4</p> <p><b>OHCM</b></p> <p><b>Center/HQ HR Office</b></p> <p><b>NSSC</b></p> <p>Notify the Selectee Process Appointment</p>	<p>Once case is approved by OPM, Center/HQ HR Office will notify management and selectee. They also will process the appointment documents and provide appointment information to NSSC. NSSC will enter the appointment data into ESCS. HQ/Center HR Office will distribute and file the selection materials. At this time OHCM will update the Action Log, purge case file and give to staff assistant to set up permanent files.</p> <p><b>Output:</b> Appointment effected and documented Data entered into ESCS. Permanent file is set up.</p>	

## Metrics

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
NSSC	A prepared selection package	HQ/Center HR Office	Deliver selection package within 3 business days of receiving all required information from HQ/Center HR office, and required information from the selectee.
NSSC	Final ECQs	Center/HQ HR Office	NSSC will contact

			selectee within 1 business day; provide completed ECQs as soon as possible, normally within 10 working days, but no longer than 15 working days.
NSSC	Entry into ESCS	OHCM	Enter in ESCS and fax 'success' page to the Center/HR HRO within 5 days of the effective date of the appointment

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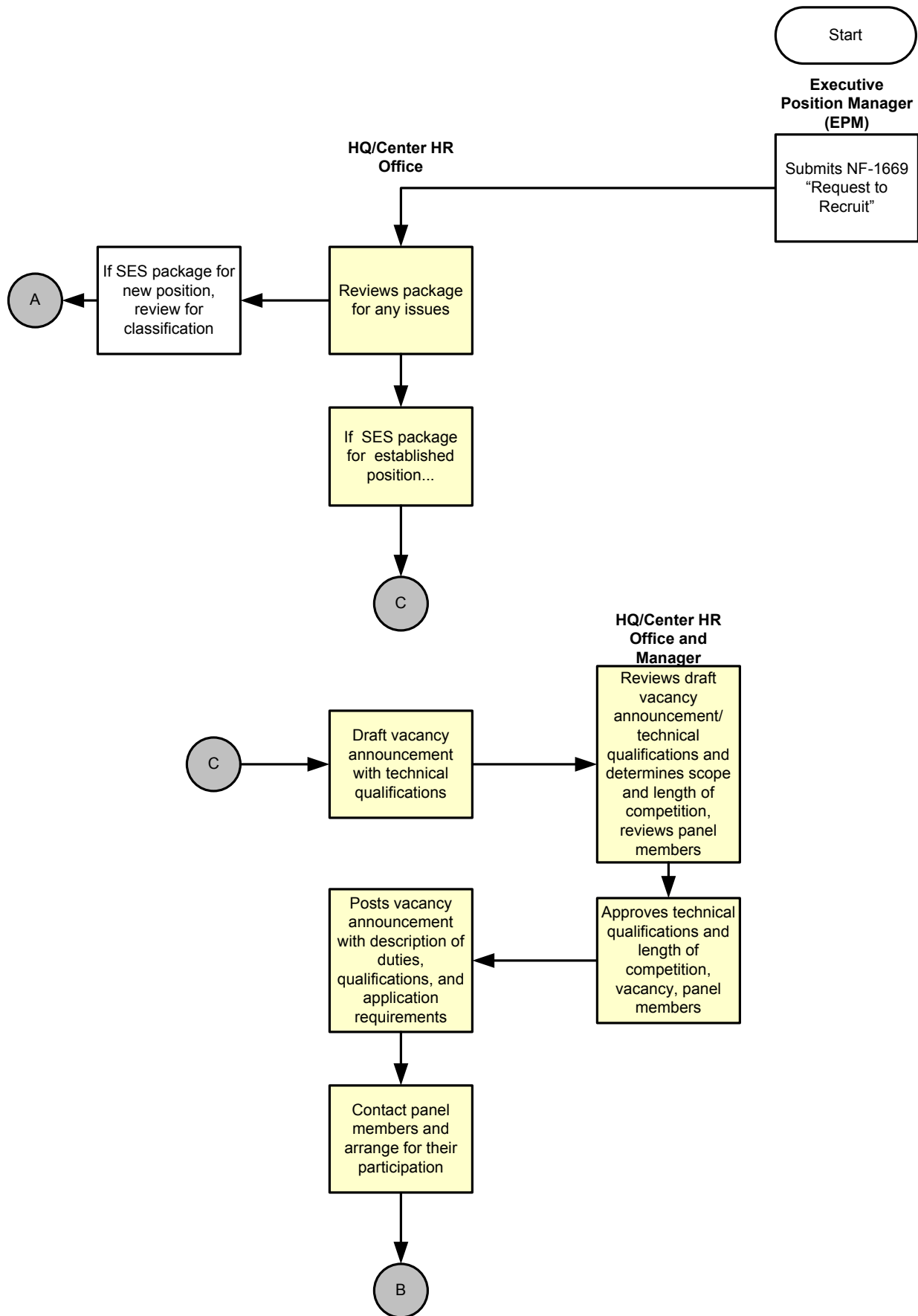
## Privacy Data

**All participants involved must ensure protection of all data covered by the Privacy Act.**

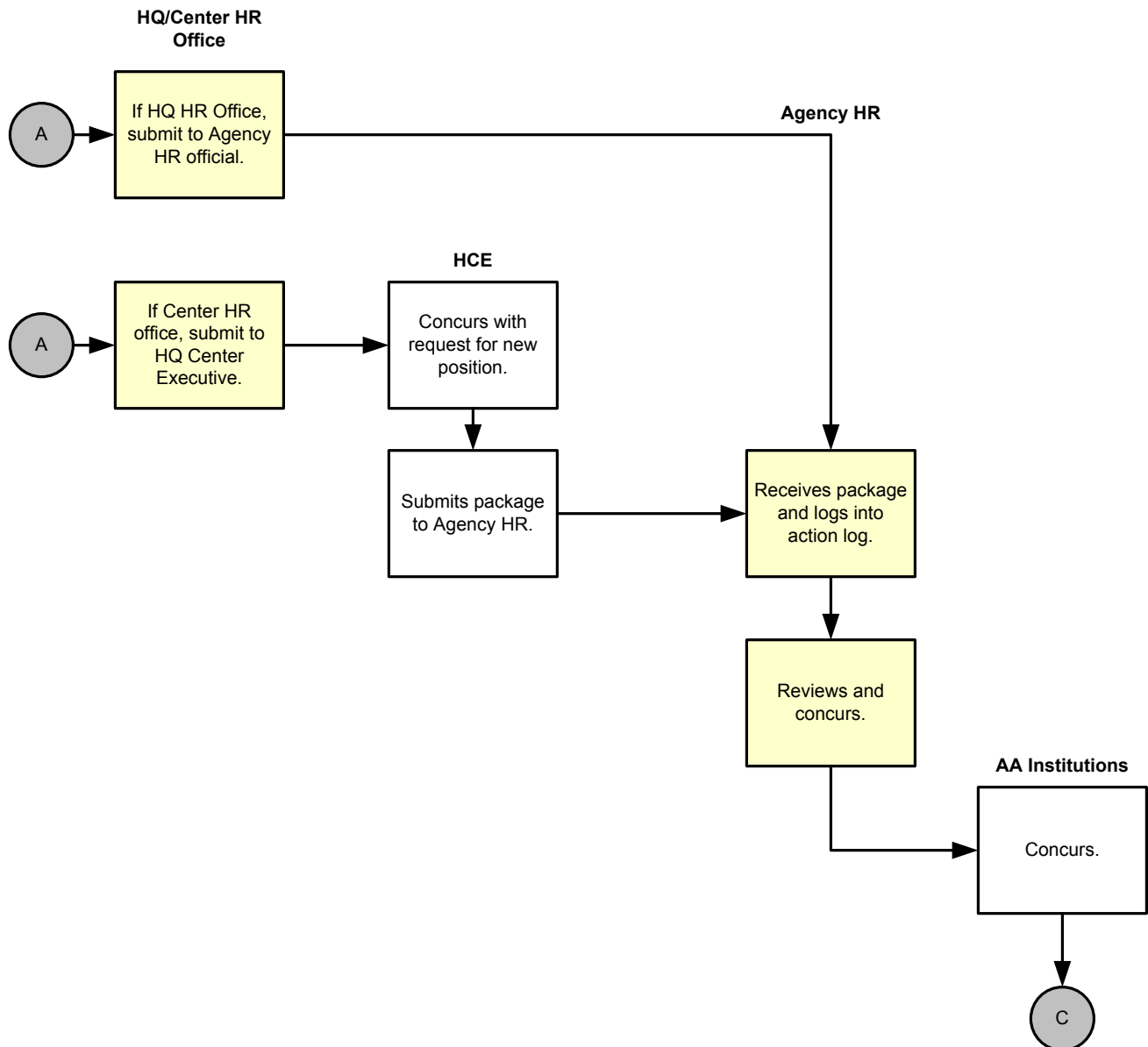
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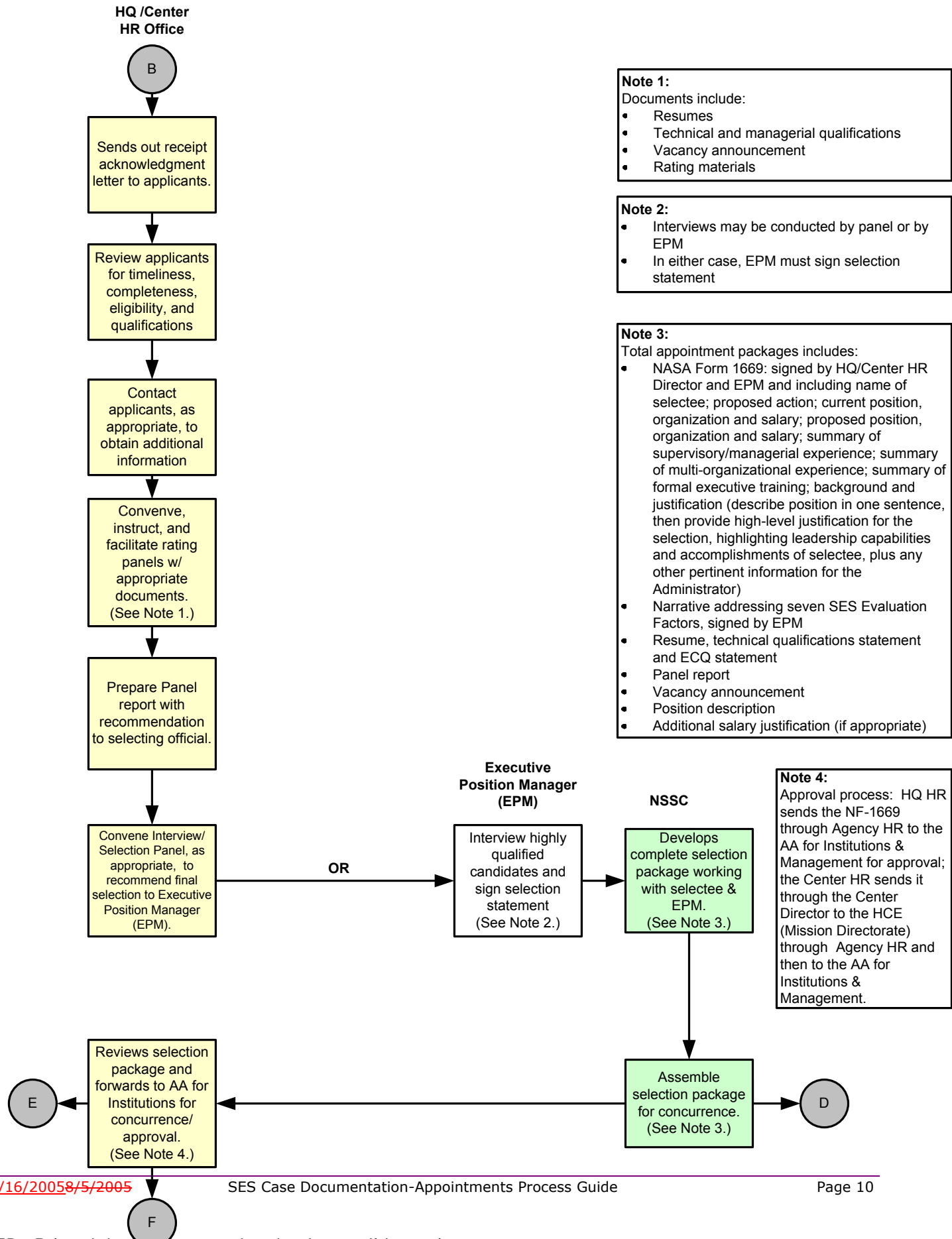
## **Appendix X**

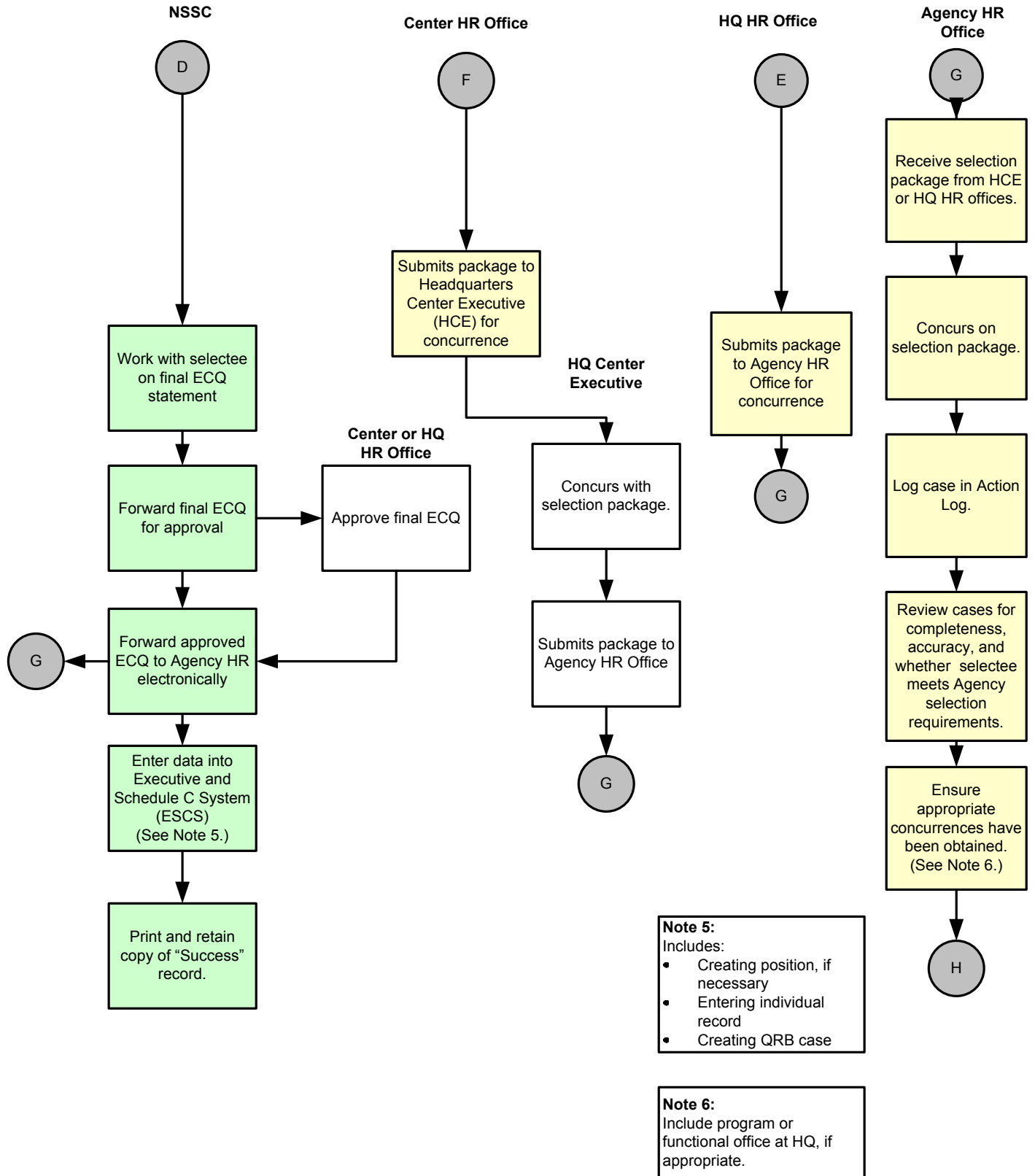
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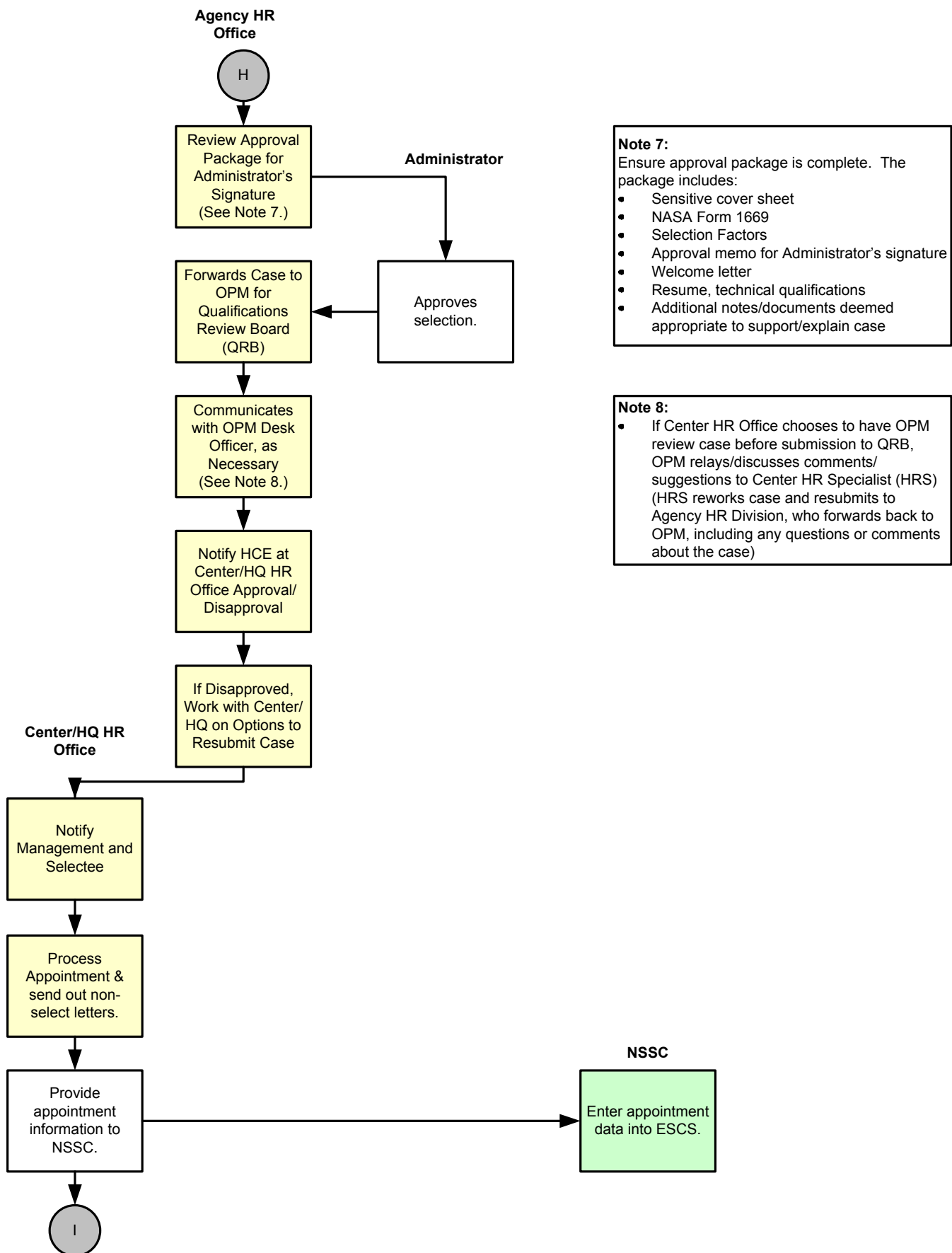




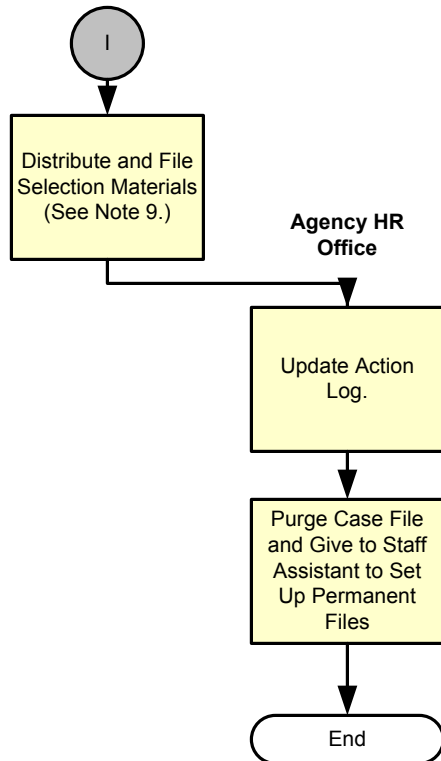








HQ/Center HR  
Office



**Note 9:**

Materials include:

- Welcome letter
- Copy of QRB approval
- Welcome Package
- Other docs specified in reg and /or Agency policy